

## **WOODBURN PLANNING COMMISSION MEETING MINUTES**

### **October 14, 2010**

**CONVENED:** The Planning Commission met in a regular session at 7:00 p.m. in the City Hall Council Chambers with Chairperson Bandelow presiding.

#### **ROLL CALL:**

|                         |                   |                |
|-------------------------|-------------------|----------------|
| <b>Chairperson</b>      | <b>Bandelow</b>   | <b>Present</b> |
| <b>Vice-Chairperson</b> | <b>Jennings</b>   | <b>Present</b> |
| <b>Commissioner</b>     | <b>Corning</b>    | <b>Present</b> |
| <b>Commissioner</b>     | <b>Grigorieff</b> | <b>Present</b> |
| <b>Commissioner</b>     | <b>Piper</b>      | <b>Absent</b>  |

#### **Staff Present**

Jim Hendryx, Director of Economic and Development Services  
Don Dolenc, Associate Planner  
Vicki Musser, Administrative Assistant

#### **Minutes**

A. Woodburn Planning Commission Meeting Minutes of September 23, 2010

Commissioner Jennings moved to accept the minutes as written, and Commissioner Grigorieff seconded the motion. The motion was carried unanimously.

#### **Business From The Audience**

There was none.

#### **Communication**

An e-mail from Commissioner Charles Piper in support of LA 2010-01 and a letter from Larry Kleinman in support of SUB 2010-02; EXCP 2010-05 was entered into the record.

#### **Public Hearing**

Associate Planner Don Dolenc presented a staff report about the proposed project SUB 2010-02; EXCP 2010-05, Toran Meadows, located at 1700 Laurel Avenue. The property is located between Landau Drive and Laurel Avenue. The applicant has requested approval of a subdivision of four lots, as well as an Exception to Street Rights-of-Way and Improvement Requirements for Laurel Avenue and Landau Drive to defer installation of improvement to the rights-of-way. Originally, the applicant requested a Zoning Adjustment from the minimum lot area requirement, but after discussion with the Public Works Department, it was determined that the Zoning Adjustment was not required.

All property is zoned Residential Single Family (RS). Currently the property is developed with a manufactured dwelling, which would ultimately be removed. Dolenc asked that a letter of support from Larry Kleinman for this proposal be admitted into the record.

The Planning Department recommends approval, subject to the following conditions:

- The property owner shall dedicate 5 feet to right-of-way on Laurel Avenue and 23.5 feet to right-of-way on Landau Drive.
- The applicant shall identify the location of at least four small trees, three medium trees, or two large trees (as described in Section 6.103) on each street frontage, and specify the species to be planted. The trees shall be planted prior to final occupancy of each lot.
- The property owner shall construct a 5 foot sidewalk along the entire frontage of the subject property on Laurel Avenue.
- The property owner shall improve Landau Drive by widening the existing pavement to provide two 10 foot travel lanes, providing (on the north) one 7 foot parking lane, curb, and 5 foot sidewalk along the entire frontage of the subject property, and providing a safe transition to the existing improvements. The transition shall be located on abutting tax lot 051W17BD02000.
- The property owner shall enter into a non-remonstrance agreement with the City to participate in future street improvements to Laurel Avenue and Landau Drive.
- The property owner shall provide documentation acceptable to the City Attorney that the area shown as a “private access and utility easement” on the adjacent property to the west is available for use as an emergency vehicle access for the proposed lots.

#### Public Comments:

Chairperson Bandelow asked for public comments.

Nick Toran, 432 Paulus Ct, spoke in support of the proposal. He said that the applicant’s goal is to build quality houses. He is planning to live in one of the houses himself.

#### Planning Commission Discussion:

Commissioner Jennings noted that the applicant’s requests are simple and will improve Landau Drive. He made a motion to approve 2010-02; EXCP 2010-05. Commissioner Grigorieff seconded the motion.

Vote:

Grigorieff: Yes

Corning: Yes

Bandelow: Yes

Jennings: Yes

The vote was unanimously approved.

Commissioner Jennings moved to authorize Chairperson Bandelow to sign the Final Order on this case. Commissioner Grigorieff seconded the motion, and it was unanimously approved.

Staff Report LA 2010-01, a proposal for revision to the sign ordinance in the WDO, was reviewed. Economic and Development Services Director Jim Hendryx discussed a memorandum he had compiled to address four issues raised by the Planning Commission at the last meeting. The four issues were:

1. The number of temporary signs allowed before and following elections
2. Further detail about temporary signs in the public rights-of-way in the Single Family Residential (RS) zone
3. The hold time for electronic signs
4. The requirement for a 30% pole wrap for free-standing signs

After some discussion on each issue, the Planning Commission stated that they felt Hendryx had completely addressed their original request for more detail on the listed items, and agreed to incorporate his suggested solutions. Commissioner Piper, who was absent due to a prior commitment, sent a letter in support of the sign ordinance revision, which was admitted into the record. The Commissioners agreed with Hendryx's advice to keep monument and pole signs prohibited on the same site.

Hendryx noted that the proposed sign text does not include an application process. He also observed that, with the Commission's concurrence, application procedures would be included in the text presented to Council.

The Planning Commission voted on the sign ordinance proposals, with incorporation of the four issues discussed in the memorandum:

Vote:

Grigorieff: Yes

Corning: Yes

Bandelow: Yes

Jennings: Yes

The vote was unanimously approved.

The sign revision recommendations are scheduled to go before the City Council on Monday, November 8<sup>th</sup>. The memorandum will accompany the staff report taken to Council, so there is no need for any member of the Planning Commission to testify on behalf of the changes. Hendryx will go over all the recommendations with the Council. Following City Council approval, the ordinance will become law after 30 days.

Commissioner Jennings expressed gratitude, on behalf of the Planning Commission and staff, to the Sign Focus Group Committee for all their hard work.

Items For Action:

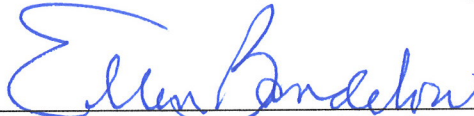
Comissioner Jennings made a motion to approve and sign Final Order 2010-05; EXCP 2010-04; Var 2010-04; Woodburn Fertilizer. Commissioner Grigorieff seconded the motion.

Hendryx suggested that a member of the Planning Commission be appointed to the 99E Corridor Study. Commissioner Jennings volunteered, and was accepted.

Adjournment:

Chairperson Bandelow made a motion to adjourn the meeting. Commissioner Jennings seconded the motion, and the meeting was adjourned at 7:50pm.

APPROVED

  
Ellen Bandelow, CHAIRPERSON

12-09-2010  
Date

ATTEST

  
James N.P. Hendryx  
Economic & Development Services Director  
City of Woodburn, Oregon

12/10/2010  
Date